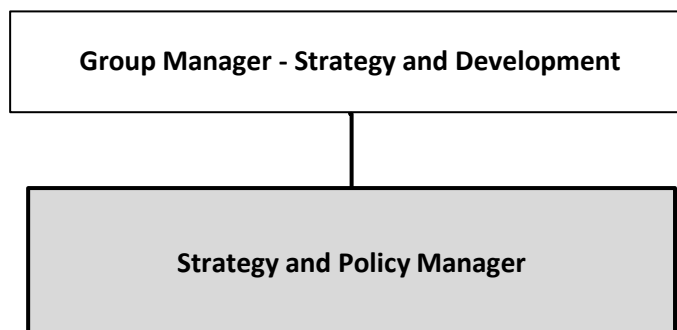


POSITION DESCRIPTION



Job Title:	Strategy and Policy Manager
Responsible To:	Group Manager Strategy and Development
Responsible For:	Strategy and Policy Teams: including the following direct reports: <ul style="list-style-type: none">• Strategic Policy Analyst• Strategy and Policy Administrator• Places and Spaces Planner (Fixed Term)• Workforce Coordinator• Strategic Partnerships and Relationships Lead (future role)• Economic and Social Development Lead (future role)
Position Purpose:	<p>This job exists to:</p> <p><i>Oversee strategy and policy development for Council alongside shaping and leading an activity that contributes to the enhancement of cultural, social, economic and environmental wellbeing for the district.</i></p> <p><i>Lead the development and delivery of the strategic direction of Council through the implementation and monitoring of Council Long Term Plan and other special plans and projects.</i></p> <p><i>Ensure policy advice and development is undertaken and implemented to support the strategic direction of Council while ensuring that a best practice approach is taken.</i></p> <p><i>Provide effective line management to direct reports to support the achievement of their work programmes.</i></p>
Date:	September 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
 Council customers
 Various government agencies and other councils
 Project stakeholders
 Iwi and hapū
 Consultants and contractors
 Developers
 Economic Development Agency

Internal

All staff
 Elected members

KEY RESULT AREAS

The position of **Strategy and Policy Manager** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Partnership Development</p> <ul style="list-style-type: none"> • Identify and develop partnerships with key national and regional stakeholders, including central government and industry • Work with neighbouring councils to set shared priorities and work together strategically and tactically to maximise benefits • Seek out opportunities and identify and attract alternate sources of funding to deliver initiatives to support the development of the district • Ensure our stakeholders (including our community) are regularly and proactively kept informed of development opportunities and projects in Ōpōtiki. 	<ul style="list-style-type: none"> • Council's interests are represented in regional and sub-regional development forum and strategies • Shared opportunities are identified and acted upon • Funding applications meet the criteria and are to a high professional standard. • Stakeholders are informed and provided with the necessary information regarding opportunities and projects
<p>Strategic Planning and Development</p> <ul style="list-style-type: none"> • Lead the non-financial aspects of the Long-term and Annual Plan processes • Contribute to the design and development of Council strategic plans to ensure economic, social, environmental, and cultural development and growth • Influence policy and strategy development within Council and with external agencies • Commission and carry out research which will track, monitor and evaluate in order to assist with future development and initiatives. 	<ul style="list-style-type: none"> • Councils strategic planning is fit for purpose and supports development and growth of our district • Leadership and expertise is provided for in the Long-Term Plan and Annual Plan processes • Growth and policy trends are identified and considered, and are based on sound evidence, and analysis • Reporting is produced to confirm economic and social development performance and which identifies future opportunities and initiatives.

<p>Project Management</p> <ul style="list-style-type: none"> • Lead and implement projects as required • Work with both internal and external stakeholders to ensure project success • Help to identify and seek funding to initiate strategic/ development projects within the Ōpōtiki District • Ensure projects comply with all relevant legislation • Ensure Council is proactively supported and informed of required decisions, opportunities and risks • Develop and maintain detailed project strategies, plans and budgets for development projects • Prepare and maintain clear project proposals, define scope and work plans • Evaluate progress, problem solve if needed and identify improvements. 	<ul style="list-style-type: none"> • Robust and clear advice and reports are produced in accordance with Council and/or other specified timeframes • Compliance is achieved and financial and reputational risk is minimised, for example resource management, building and engineering standards, health and safety • Project stakeholders are engaged and informed on progress and where necessary risk • High quality projects are delivered within budget and are a sound investment of expenditure. • Work is undertaken within and according to the established work plans • Risk and stakeholder expectations are well managed • Projects are completed within budget, to agreed standard, polices adhered to, variances justified • Managers, staff and other stakeholders provide good feedback and issues are resolved.
<p>Policy Development</p> <ul style="list-style-type: none"> • Lead policy advice and guidance processes to Council to support informed decision making • Lead the undertaking of research that pertains to relevant policy issues to ensure robust policy development and implementation • Ensure a robust process is undertaken for submissions working with key stakeholders as required. • Monitor legislative requirements to ensure Council policy and plans meet obligations and are fit for purpose • Ensure the community and key stakeholders are provided with opportunities to participate the development of policies and plans for the district. 	<ul style="list-style-type: none"> • Research, analysis, conclusions and recommendations are sound and inform Council decision making • Opportunities for collaborative planning are identified • Submissions on Bills and discussion documents are prepared on time, are well researched and reflect Council's interest • Council and other stakeholders are proactively informed to legislative changes / requirements • Consultation strategies are appropriate and result in stakeholders and community understanding the policy development and decision-making processes.
<p>Relationships/communication</p> <ul style="list-style-type: none"> • Ensure the relationship between the Council and its key external stakeholders is positive and constructive • Represent Council at appropriate events, meetings and conferences • Building effective and meaningful relationships with the other staff across Council. 	<ul style="list-style-type: none"> • Customers are satisfied and feedback is complimentary • Relationships with key decision-makers and opinion leaders in the community is positive and constructive • Communications material is well managed, accessible and filed appropriately.

<ul style="list-style-type: none"> • Positively present and promote Council's processes, initiatives and actions to other Council staff, elected members, key stakeholders and the community using appropriate communication channels • A range of communication mechanisms are utilised to proactively inform and involve the community of opportunities, projects and plans 	<ul style="list-style-type: none"> • Informal and formal consultation process are proactively undertaken • Effective relationships are maintained with stakeholders • Presentations are well researched, and appropriate for the audience • Enquiries or requests for information from customers are actioned promptly.
<p>Leadership</p> <ul style="list-style-type: none"> • Positively and proactively leads the Strategy and Policy team including providing ongoing mentoring, training and coaching to staff • Leads and maintains a strong focus on continuous improvement through effective planning, monitoring and evaluation processes • Participates fully in the performance management processes including working with direct reports to develop, monitor and review work performance • Appropriately manages leave balances. • Creates and maintains strong professional networks locally, regionally and nationally. 	<ul style="list-style-type: none"> • The Strategy and Policy team is positive, thriving and engaged in their work • Continuous improvement is evident across the planning and delivery of services • Processes and systems are in place which support the delivery of outcomes • Performance appraisal completed and actioned for all staff • Leave balances do not exceed 6 weeks, unless express approval is given by Chief Executive • Professional networks are utilised in increase skills, knowledge and seek advice and guidance as needed. • Proactively seeks support and guidance from their leader.
<p>Health & Safety</p> <ul style="list-style-type: none"> • Provide leadership and encouraging commitment in all work areas to health, safety and well-being • Contribute to Council's policy, practice and systems to ensure compliance with the legislation, regulations, approved codes of practice, information, guidance and advice • A team health and safety culture which is proactive and constructive. 	<ul style="list-style-type: none"> • Reporting of events, investigation of events and monitoring of work areas, including contractors and volunteers takes place according to Council's policies and practice • There is a culture of continuous improvement • Internal and external auditing outcomes are positive and complimentary.
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks • Attend training opportunities relevant to position and the Council.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure Preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Relevant tertiary qualification, e.g. public policy, planning, commerce or related field
- A minimum of 5 years local government experience
- At least 3 years' experience in strategy and policy development
- Line management experience
- Proven experience in the preparation of advice and development of robust and concise reports for decision makers
- Good overall knowledge of relevant local government legislation
- Evidence of working collaboratively with a range of people and organisations in the delivery of projects or outcomes
- High level of computer literacy using Microsoft Office
- Proven experience managing projects.

Key Job Competencies

- Professional and courteous manner
- Strong communication and relationship management skills
- High level of professionalism, honesty, integrity and reliability
- Good planning and time management skills, plans ahead, prioritises, is organised and able to work on multiple projects
- Supports others to achieve their KPIs through proactive leadership and management
- Can effectively problem solve and make decisions
- Resilient and able to cope under pressure
- Appreciation for the political and sensitive nature of Local Government.

Manager

Date

Position Holder

Date